



SPRING 2017

# Test Coordinator's Manual

Test Coordinator's Name

# AZMERIT

Arizona's Statewide Achievement Assessment for  
English Language Arts and Mathematics



# Contents

<b>Section 1. General Information</b>	<b>1</b>
<b>Resources for Test Coordinators</b>	<b>1</b>
<b>Responsibilities of the District Test Coordinator</b>	<b>1</b>
Before Testing	1
During Testing	3
After Testing	3
<b>Students to Be Tested</b>	<b>4</b>
<b>Test Administration Schedule</b>	<b>4</b>
Additional Schedule Information Grades 3–8	5
Additional Schedule Information EOC Testing	5
Additional Schedule Information for Computer-Based Testing (CBT)	5
Additional Schedule Information for Paper-Based Testing (PBT)	5
Additional Schedule Information for Special Paper Version Tests	5
<b>Testing Locations</b>	<b>6</b>
<b>Required Test Materials and Tools</b>	<b>7</b>
Materials Received in Initial Shipment	7
School Provided Materials	7
<b>AzMERIT Calculator Policy</b>	<b>8</b>
Additional Calculator Guidance	8
<b>Test Security</b>	<b>8</b>
Student Confidentiality	9
Test Improprieties	9
<b>AIR's Testing Systems</b>	<b>10</b>
Test Information Distribution Engine (TIDE)	11
<b>Special Paper Version Tests Accommodations</b>	<b>13</b>
New for Spring 2017—Data Entry Interface (DEI)	14
Special Paper Version Test Kits	14
Braille	14
Large Print	14
Regular Print Special Paper Version Test Booklets	14
<b>Test Administrator Training</b>	<b>15</b>
<b>Section 2. Computer-Based Testing (CBT) Information</b>	<b>16</b>
<b>Before Computer-Based Testing (CBT)</b>	<b>16</b>
Review Sample Tests	16
Receiving Test Materials	16
Additional Order Window – Special Paper Version Tests	16
Distribute Test Materials	16
Test Tickets	17

<b>During Computer-Based Testing (CBT)</b>	<b>17</b>
Monitoring Test Completion	17
Test Completion Rates	17
<b>After Computer-Based Testing (CBT)</b>	<b>18</b>
Nonscorable Special Paper Version Tests – Return to Measurement Incorporated (MI)	18
District/School Return Forms	18
Green Nonscorable Labels	18
FedEx 2-Day Return Label	19
Nonscorable Test Materials—Destroyed/Discarded Locally	19
<b>Section 3. Paper-Based Testing (PBT) Information</b>	<b>20</b>
<b>Before Paper-Based Testing</b>	<b>20</b>
Review Sample Items	20
AzMERIT Test Booklets	20
Receiving Test Materials	20
<b>District Packing List</b>	<b>22</b>
<b>District Return Form</b>	<b>23</b>
<b>School Packing List</b>	<b>24</b>
<b>School Return Form</b>	<b>24</b>
Transferring Secure Materials Between Schools Within Your District	25
Transferring Secure Materials to Another District	25
Additional Order Window	26
Pre-ID Labels	26
<b>During Testing</b>	<b>27</b>
Precautions	27
<b>After Testing</b>	<b>27</b>
Preparing Test Booklets for Return to Measurement Incorporated (MI)	28
Boxing Scorable Test Booklets	29
Boxing Nonscorable Test Booklets (Including Special Paper Version Tests)	31
Other Nonscorable Test Materials	33
<b>Section 4. Data Entry Interface (DEI) Information for Special Paper</b>	
<b>Version Tests</b>	<b>34</b>
Administering Special Paper Version Tests	34
Logging in to the Data Entry Interface and Accessing the Student’s Assessment	34
Transferring Student Responses to the DEI	34
Return Materials to Measurement Incorporated (MI)	35
<b>Section 5. Getting Help</b>	<b>36</b>
<b>Appendix A. Transfer of AzMERIT Secure Test Materials</b>	<b>38</b>

## Section 1. General Information

Arizona's Measurement of Educational Readiness to Inform Teaching (AzMERIT) measures students' knowledge in the content areas of English Language Arts (ELA) and Mathematics in grades 3–8 and High School. Each AzMERIT test is aligned to Arizona's College and Career Ready Standards (AZCCRS). AzMERIT is available as a computer-based test (CBT) or as a paper-based test (PBT).

American Institutes for Research (AIR) is the test vendor for AzMERIT and the provider of the online testing platform. AIR has subcontracted with Measurement Incorporated (MI) to provide the paper assessments. Measurement Incorporated will handle the printing, shipping, and processing for all paper-based test materials.

Each District Superintendent or Charter Representative must designate an Achievement Testing District Test Coordinator to oversee AzMERIT testing for all schools within the district or under the same charter. This individual is referred to as the District Test Coordinator (DTC). District Test Coordinators are responsible for ensuring the appropriate and correct administration of AzMERIT assessments in all schools within the district or under the same charter.

### **Resources for Test Coordinators**

This *Spring 2017 AzMERIT Test Coordinator's Manual* is written for District Test Coordinators. To provide the appropriate oversight of all AzMERIT testing, District Test Coordinators must be familiar with the content of this manual and the content of the following additional resources:

- *Spring 2017 AzMERIT Test Administration Directions Grades 3–8*
- *Spring 2017 AzMERIT Test Administration Directions End-of-Course*
- *AzMERIT Testing Conditions, Tools, and Accommodations Guidance for School Year 2016–2017*
- *Spring 2017 Test Information Distribution Engine (TIDE) User Guide*
- *Test Administrator (TA) User Guide* (needed for computer-based testing only)
- *Online Reporting System (ORS) User Guide*

All of these documents are available in the “Resources” section of the AzMERIT Portal ([azmeritportal.org](http://azmeritportal.org)). Paper copies of the *Spring 2017 AzMERIT Test Coordinator's Manual* and the *Spring 2017 AzMERIT Test Administration Directions* will be shipped to the district with an arrival date of March 13–14, 2017.

### **Responsibilities of the District Test Coordinator**

The District Test Coordinator is responsible for the correct administration of all AzMERIT testing throughout the district or charter. This includes organizing and implementing the activities necessary to conduct computer-based testing or paper-based testing in the schools. To facilitate these activities, some responsibilities may be delegated to School Test Coordinators. However, the District Test Coordinator assumes ultimate responsibility. Responsibilities of the District Test Coordinator include the following:

#### **Before Testing**

- Complete all Achievement Testing Pre-Test Training.
- Submit to the Arizona Department of Education (ADE) a copy of the *Achievement Test Security Agreement* for School Year 2016–2017 signed by the District Superintendent or Charter Representative.

- Verify and add student enrollments in TIDE.
- Ensure that all teachers who will need access to rosters of student results are in TIDE with the role of School Teacher (ST).
- Indicate paper-based test accommodations in TIDE for students unable to test online, including Special Paper Version test booklets for Braille, Large Print, and Regular Print, as applicable for CBT and PBT students.
- Implement and maintain test security procedures within the district/charter and school(s).
- Communicate test security procedures and responsibilities to the Test Administrators.
- Train the Test Administrators on test administration procedures.
- Obtain and locally store signed copies of the *Achievement Test Security Agreement* for all staff members who handle test materials.
- Schedule testing activities within the schools.
- Communicate the testing schedule, as applicable.
- Work with the Test Administrators to select appropriate classrooms or other sites where testing will take place.
- Work with the Test Administrators to prepare sites where testing will take place by removing or covering visual aids and printing “Testing—Do Not Disturb” signs for doors.
- Arrange for a sufficient supply of scratch paper, pencils, and erasers.
- Answer questions from the Test Administrators, and if necessary, escalate by contacting AzMERIT@azed.gov.

#### *Additional Responsibilities for Computer-Based Testing (CBT)*

- Ensure TIDE access for all appropriate users.
- Confirm that all Test Administrators have completed the Test Administration Certification Course.
- Ensure that devices to be used for testing are ready.
- Train the Test Administrators on online testing administration procedures.
- Ensure that Test Administrators and students have had appropriate practice with the AzMERIT Sample Tests.
- Prepare and securely store test tickets for students, if applicable.

#### *Additional Responsibilities for Paper-Based Testing (PBT)*

- Receive test materials.
- Inventory test materials upon arrival and, if needed, order additional materials.
- Save the test materials shipping boxes to use for returning the materials.
- Ensure that the Test Administrators familiarize students with how the innovative computer-based item types will render on the paper-based form of the test (using the *AzMERIT Guide to the Sample Tests* found on the AzMERIT Portal).
- Apply Pre-ID labels to test booklets.
- Print additional ID labels from the blank labels provided in the district’s testing material shipment, as needed, and apply to test booklets so that each student test booklet has a correct label.

- Arrange for a supply of commercially published paper dictionaries and commercially published paper thesauruses for use on ELA Writing tests only.
- Arrange for a supply of appropriate calculators for use, when permitted, on Math tests only.

#### *Additional Responsibilities for Data Entry Interface (DEI) for Both CBT and PBT*

- Ensure that Test Administrators have the appropriate *Special Paper Version Test Administration Directions* that are included in the Special Paper Version test kit.
- Ensure TIDE access for users who will transfer student responses from Special Paper Version test booklets into DEI.
- Ensure that users transferring student responses into DEI have completed the Test Administration Certification Course.

#### **During Testing**

- Ensure that test security procedures are followed.
- Ensure that test administration procedures are followed.
- Report any testing improprieties to ADE.

#### *Additional Responsibilities for Computer-Based Testing (CBT)*

- Monitor test completion using Plan and Manage Testing in TIDE.

#### *Additional Responsibilities for Paper-Based Testing (PBT)*

- Maintain an accurate inventory of all test materials throughout the test administration window.
- Check out test booklets to the Test Administrators at the beginning of each day of testing.
- Check in test booklets from the Test Administrators at the end of each day of testing.
- Maintain a record for all testing sessions that includes the time and date of the testing session, the name of the Test Administrator, the test administered, and the names of all participating students.

#### *Additional Responsibilities for Special Paper Version Tests for both CBT and PBT Schools*

- Monitor test completion using Plan and Manage Testing in TIDE to verify that students with Special Paper Version tests have their responses entered into the Data Entry Interface (DEI).

#### **After Testing**

- Ensure the secure disposal of scratch paper at the school or district.
- Ensure the secure disposal of the *Spring 2017 AzMERIT Test Administration Directions* and the *Spring 2017 AzMERIT Test Coordinator's Manual* for both the district and the schools.

#### *Additional Responsibilities for Paper-Based Testing (PBT)*

- Ensure that student responses for students who used assistive technology as an accommodation have been transferred to a standard test booklet.
- Ensure that student responses from contaminated test materials have been transferred to clean test booklets.

- Box materials for return shipping as instructed in this manual.
- Ensure that all of the scorable and nonscorable test materials are picked up by FedEx no later than April 11, 2017.

### *Additional Responsibilities for Special Paper Version Tests for Both CBT and PBT Schools*

#### **For PBT schools:**

- Ensure that student responses are transferred into DEI by April 7, 2017.
- Ensure the secure disposal of the *Spring 2017 AzMERIT Test Administration Directions for Special Paper Versions*.
- Ensure that Special Paper Version test materials are returned along with all other test materials for the school no later than April 11, 2017.

#### **For CBT schools:**

- Ensure that all Writing responses are transferred into DEI by April 21, 2017.
- Ensure that all Grade 3 Reading and Math responses are transferred into DEI by April 28, 2017.
- Ensure that all other grade-level Reading and Math responses are transferred into DEI by May 4, 2017.
- Ensure the secure disposal of the *Spring 2017 AzMERIT Test Administration Directions for Special Paper Versions*.
- Ensure that all Special Paper Version test materials are picked up by FedEx no later than May 4, 2017.

## **Students to Be Tested**

Arizona public school students in grade 3 and above will participate in AzMERIT testing.

Students enrolled in grades 3–8 will take English Language Arts (ELA) and Math at the grade level in which they are enrolled, unless the student is enrolled in a high school level course. Students in a high school course are not required to take a grade level test in addition to an End-of-Course (EOC) test. For example, a Grade 8 student taking Algebra I would take the Algebra I EOC test and the Grade 8 ELA test, but would not take the Grade 8 math test.

AzMERIT EOC tests are for students enrolled in courses during the semester that are aligned to the first three English credits required for high school graduation and the first three math credits required for high school graduation. The student's grade level is not a factor in determining whether or not to participate in AzMERIT EOC testing. The three AzMERIT EOC tests for English Language Arts are ELA 9, ELA 10, and ELA 11. The three AzMERIT EOC tests for math are Algebra I, Geometry, and Algebra II.

Students with significant cognitive disabilities whose current Individualized Education Program (IEP) designates them as eligible for the alternate assessments, the Alternate Assessments for English Language Arts and Mathematics, are excluded from AzMERIT.

## **Test Administration Schedule**

The District Test Coordinator is responsible for communicating this schedule to the appropriate school and district personnel, including Test Administrators, students, and parents/guardians.

Administering AzMERIT tests on dates other than those shown without the written permission of the Assessment section of the ADE is a serious testing violation. The tables in this section list the test administration schedules and guidelines for CBT and PBT testing.

- A test session must be completed by the end of the school day.
- Students should not participate in more than two testing sessions per day.
- When two test sessions are scheduled on the same day, there must be a break between sessions.
- Testing days do not have to be consecutive days.
- AzMERIT assessments are untimed.

### Additional Schedule Information Grades 3–8

- Five test sessions must be administered.
- The Writing test session must be administered first.
- The Reading (two parts) and Math (two parts) test sessions can be administered in any order.

### Additional Schedule Information EOC Testing

- ELA testing days are not necessarily the same days as the Math testing days.

### Additional Schedule Information for Computer-Based Testing (CBT)

For computer-based testing, students taking the same test within the same school are not required to test on the same day.

### Additional Schedule Information for Paper-Based Testing (PBT)

For paper-based testing, students taking the same test within the same school **must** test on the same day.

### Additional Schedule Information for Special Paper Version Tests

All student responses from a Special Paper Version test must be transferred into the Data Entry Interface (DEI) per the CBT or PBT testing schedule as listed below.

**Spring 2017 Computer-Based Testing and DEI Windows for CBT Schools**

Content Area	Grades/Test	First Day of Testing	Last Day of Testing (including DEI and make-up testing)
Writing (first test session)	Grades 3–8 & EOC	March 27	April 21
Reading (2 test sessions) Math (2 test sessions)	Grade 3	March 27	April 28*
Reading (2 test sessions) Math (2 test sessions)	Grades 4–8 & EOC	March 27	May 4**

\* Grade 3 test window closes one week early to allow for an earlier return of Grade 3 results.

\*\* The last day of CBT testing is now a Thursday rather than a Friday.

**Spring 2017 Paper-Based Testing/DEI Windows for PBT Schools**

Content Area	Grades/Test	First Day of Testing	Last Day to Schedule Testing	Last Day to Complete all Make-Up Testing
ELA Writing (first test session)	Grades 3–8 & EOC Tests	March 27	March 28	April 7
ELA Reading (2 test sessions)				
Math (2 test sessions)	Grades 3–8 & EOC Tests	March 27	April 6	April 7
Content Area	Special Paper Version Tests	First Day of Data Entry Interface (DEI)	Last Day of Data Entry Interface (DEI)	
Writing, Reading, and Math	Large Print and Braille	March 27		April 7

**Scheduling Test Sessions for Grades 3–8**

5 Test Sessions Administered in 3–5 Test Days	Content Areas	Suggested Times
ELA Writing (first test session)	Writing*	45–90 minutes
ELA Reading (2 test sessions)	Reading, Part 1 Reading, Part 2	45–75 minutes 45–75 minutes
Math (2 test sessions)	Math, Part 1 Math, Part 2	60–85 minutes 60–85 minutes
Five test sessions that must be administered for Grades 3–8. *ELA Writing must be administered first. ELA Reading (2 parts) and Math (2 parts) can be administered in any order. Sessions can be administered on separate days or 2 sessions can be administered on the same day.		

**Scheduling Test Sessions for End-of-Course**

English Language Arts (ELA) - EOC		
2 or 3 Testing Days	Content Areas	Suggested Times
ELA Writing (first test session)	Writing*	45–90 minutes
ELA Reading (2 test sessions)	Reading, Part 1 Reading, Part 2	45–75 minutes 45–75 minutes
Three test sessions must be administered for EOC ELA tests. *ELA Writing must be administered first. ELA Reading Part 1 and Part 2 can be administered on separate days or on the same day.		
Math–EOC		
1 or 2 Testing Days	Content Areas	Suggested Times
Math (2 test sessions)	Math, Part 1 Math, Part 2	50–85 minutes 50–85 minutes
Two test sessions must be administered for EOC Math tests. Math Part 1 and Part 2 can be administered on separate days or on the same day.		

**Testing Locations**

AzMERIT tests are to be administered at Arizona schools. Schools administering AzMERIT tests at locations other than school property, such as a public library, hotel meeting room, or conference center, must provide addresses for all such off-site test locations to AzMERIT@azed.gov. AzMERIT tests may be administered in a home or hospital setting for a single student without notifying ADE. AzMERIT tests cannot be administered outside of the state of Arizona.

The District Test Coordinator is responsible for determining the suitability of each testing room. Each testing room must provide a comfortable and distraction-free environment. Seating should be arranged so that students are not tempted to look at the responses of others.

All visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.

## **Required Test Materials and Tools**

District Test Coordinators are responsible for ensuring that each testing room, each Test Administrator, and each Proctor has the appropriate test materials to administer the AzMERIT tests correctly. Most of the required test materials will be provided. Some of the required test materials must be provided by the schools.

The manuals, guidance, and users guides needed to administer the test are available in the “Resources” section of the AzMERIT Portal ([azmeritportal.org/resources](http://azmeritportal.org/resources)).

## **Materials Received in Initial Shipment**

Computer-based testing schools and paper-based testing schools will receive paper copies of the following:

- *Spring 2017 AzMERIT Test Coordinator’s Manual*
- *Spring 2017 AzMERIT Test Administration Directions Grades 3–8*
- *Spring 2017 AzMERIT Test Administration Directions End-of-Course*

Paper-based testing schools will also receive the following based on ADE-provided enrollments in TIDE:

- AzMERIT scorable test booklets
- Student Pre-ID labels and additional blank ID labels
- Materials to package the scorable and nonscorable test materials for return to Measurement Incorporated

All schools with Special Paper Version Test accommodations will receive the following:

- Special Paper Version test kits based on accommodations marked in TIDE by January 27, 2017

## **School Provided Materials**

Computer-based schools must provide the following test materials:

- Headphones or earbuds for students
- Pencils, erasers, and scratch paper (plain, lined, or graph)
- A “Testing—Do Not Disturb” sign

Paper-based schools must provide the following test materials:

- Pencils, erasers, and scratch paper (plain, lined, or graph), pencils
- A “Testing—Do Not Disturb” sign
- Commercially published paper dictionaries and commercially published paper thesauruses for use on ELA Writing only
- Appropriate calculators for Math Grades 7 and 8 and Math EOC tests only

## AzMERIT Calculator Policy

Calculators are permitted on AzMERIT Grades 7 and 8 Math Part 1 and EOC Math tests. The following table lists the types of calculators permitted. On tests where calculators are permitted, it is ideal for a student to use the recommended acceptable calculator. If the recommended calculator is not available, students may use a calculator with less functionality.

**AzMERIT Calculators**

Test/Grade	Calculator Policy
Math Grades 3–6	No calculators permitted.
Math Grades 7–8	<p>Scientific calculators permitted on Math Part 1 <b>only</b>. No calculators permitted on Math Part 2.</p> <p>Scientific Calculator should include these functions:            standard four functions (addition, subtraction, multiplication, division), decimal, change sign (+/–), parentheses, square root, and <math>\pi</math>.</p> <p>The calculator may NOT include:            any problem solving or programing capabilities, place values, and inequalities.</p> <p>Sample acceptable calculator: TI-30X IIS or similar.</p>
Math End-of-Course	<p>Graphing calculators permitted on Math Part 1 and Part 2.</p> <p>No calculators with Computer Algebra System (CAS) features are allowed. Calculators may <b>NOT</b> be capable of communication with other calculators through infrared sensors. <b>NO</b> instruction or formula cards, or other information regarding the operation of calculators such as operating manuals are permitted. The memory of any calculator with programming capability must be cleared, reset, or disabled when students enter the testing room. If the memory of any calculator is password-protected and cannot be cleared or reset, the calculator may <b>NOT</b> be used.</p> <p>Sample acceptable calculators: TI-84 Plus, Casio FX-9750GII, or similar.</p>

## **Additional Calculator Guidance**

- The online calculators available for the computer-based assessment are available for practice use by looking in the Key Documents on the AzMERIT Portal ([azmeritportal.org/students-and-families](http://azmeritportal.org/students-and-families)).
- For Grades 7, 8, and EOC Math tests only, an online version of the scientific and graphing calculator will be available in the AzMERIT Secure Browser for students taking the Special Paper Version test. Students will not need to sign in to access the online calculator.
- No laptop-, tablet-, or phone-based calculators may be used during the AzMERIT assessment unless they are accessed through the AzMERIT Secure Browser installed on the device.
- The applicable portion of the computer-based assessment will include the acceptable online version of an approved calculator. Providing handheld calculators is not a requirement for schools choosing the computer-based assessment. However, students may use an acceptable handheld calculator in addition to, or instead of, the online calculator.
- Students are not allowed to share calculators during a testing session.

## Test Security

All districts and charters must have an annual *Achievement Security Agreement* for Superintendents and Charter Representatives for School Year 2016–2017 signed and on file with the ADE.

All school/district/charter personnel who will have access to the AzMERIT test materials must sign an *Achievement Test Security Agreement* for School Year 2016–2017. This includes, but is not limited to, warehouse personnel, Proctors, Test Administrators, AzMERIT Test Coordinators, School Administrators,

and District/Charter Administrators. These signed *Achievement Test Security Agreements* are to be kept on file at the district or charter for six years.

Copies of the *Achievement Test Security Agreements* can be found on the ADE Test Coordinators web page at [www.azed.gov/assessment/testcoordinators](http://www.azed.gov/assessment/testcoordinators).

District Test Coordinators are responsible for establishing and enforcing test security procedures. These procedures must comply with the *Achievement Test Security Agreement*, test security guidance provided during the Pre-Test Training, and the test security guidance included in the *Spring 2017 AzMERIT Test Administration Directions*.

Any breach of test security, loss of materials, failure to account for materials, or any other deviation from acceptable security procedures must be reported immediately to the AzMERIT State Test Coordinator at [AzMERIT@azed.gov](mailto:AzMERIT@azed.gov). The discipline of staff members who violate test security is the responsibility of the district or charter. Disciplinary action may include, but is not limited to, a letter of reprimand, suspension with pay, suspension without pay, dismissal, or report of the violation to the Investigations Unit of the Arizona State Board of Education.

## Student Confidentiality

An important aspect of test security is maintaining student privacy. Federal law (the Family Educational Rights and Privacy Act, known as FERPA) prohibits the public disclosure of student information or test results. The following are examples of prohibited practices:

- Giving out TIDE login information (username and password) to other authorized TIDE users or to unauthorized individuals
- Giving students the wrong SSID (SAIS ID) during the login process, causing students to log in and test under another student's SSID (SAIS ID)
- Misusing Pre-ID labels

**Only students may log in to their computer-based testing session. Test Administrators, Proctors, or other staff may not log in using a student's SSID (SAIS ID). However, Test Administrators may assist students with logging in when such assistance is needed.**

## Test Improprieties

A Test Impropriety is any event that could potentially impact the integrity of the assessments and the test results before, during, and after test administration. Test improprieties occur on rare occasions and are non-standard situations that may require further action for both computer-based and paper-based testing. A Test Impropriety may include security violations, cheating, removal or mishandling of testing materials, or improper assistance by adults or students. Additionally for computer-based testing, a Test Impropriety may include an extended local Internet connection disruption or a power outage that results in any student unable to complete a test session on the same testing day.

Test Administrators should be instructed to report any Test Impropriety that may arise during testing to the School Test Coordinator immediately. School Test Coordinators must notify District Test Coordinators of any Test Improprieties that are reported. District Test Coordinators must contact ADE regarding any Test Impropriety or test security violations as directed in this section.

CBT test improprieties will be reported in TIDE within 24 hours. Please refer to the *Spring 2017 TIDE User Guide* for full instructions (available on the AzMERIT Portal: [azmeritportal.org/resources](http://azmeritportal.org/resources)). Once

the test impropriety is entered in TIDE, ADE will review, and District Test Coordinators will be notified through TIDE of further action.

**All tests must be completed on the same day that they are started. ADE will not approve to “Reopen” tests if a Test Administrator has opened a test session and approved a student for testing. If for any reason the student is approved for the wrong test session (example: Reading Part 2 instead of Reading Part 1), the approved test must be completed at that time. Test Administrators should not approve students to take more than a single test session at a time.**

PBT test improprieties will be reported using the Incident Report posted on the AzMERIT Test Coordinator web page ([www.azed.gov/assessment/testcoordinators](http://www.azed.gov/assessment/testcoordinators)) and on the AzMERIT Portal.

All administration errors, all student incidents where there is evidence of student cheating, and any evidence of a security breach must be reported to ADE as soon as possible. The Incident Report must be submitted to [AzMERIT@azed.gov](mailto:AzMERIT@azed.gov). After review of the incident, ADE will provide further guidance.



**Note:** For issues that arise during actual student testing, send an email to [AzMERIT@azed.gov](mailto:AzMERIT@azed.gov) and indicate in the subject line “Students Testing – Need Help.” Mark your email with a “High Importance” flag. Include a phone number so that we are able to call you back. In your email include any error message or code student or TA is receiving.

## AIR’s Testing Systems

AIR’s testing platform includes four systems:

- **Test Information Distribution Engine (TIDE):** TIDE manages and stores user information and student information for both computer-based tests and paper-based tests. TIDE restricts access to certain tools and applications based on the user’s designated role.

TIDE will be used for both computer-based and paper-based test administration.

Computer-based testing districts and schools will use Participation Reports in TIDE to obtain test completion reports.

- **Test Delivery System (TDS):** The TDS includes the secure student test environment (the AZMERIT Secure Browser) and the Test Administrator Interface. Test Administrators will use TDS to create test sessions and to allow students access to tests. Students will take the AzMERIT tests within the secure browser.

TDS will be used for computer-based test administration only.

- **Data Entry Interface (DEI):** The DEI is a secure environment accessed by certified test administrators for entering responses for students who tested using a Special Paper Version of the test. Paper-based testing schools will use the DEI for entering responses for Large Print and Braille test booklets; computer-based schools will use the DEI for entering responses for Large Print, Braille, and Special Version Paper test booklets.
- **Online Reporting System (ORS):** Both computer-based testing and paper-based testing districts and schools will use ORS to obtain score reports when test results are released.

All four systems can be accessed through the AzMERIT Portal ([azmeritportal.org](http://azmeritportal.org)). AzMERIT uses Single Sign-On (SSO) technology within AIR’s systems, which allows users to log in to AzMERIT once and switch between systems without logging in and out each time.

## Test Information Distribution Engine (TIDE)

District Test Coordinators received their TIDE login credentials in August 2016. District Test Coordinators will use TIDE to:

- Upload and manage other tide users;
- Search for and add/upload student enrollments;
- Set specific computer-based settings and accommodations for students who need them;
- Download and install the voice pack for computer-based testing audio and video;
- Place additional orders for paper-based testing;
- Print test tickets for computer-based testing;
- Print additional on-demand Pre-Id labels for paper-based testing;
- Monitor test completion rates for computer-based testing and DEI entry; and
- Report testing improprieties for computer-based testing.

The *Spring 2017 TIDE User Guide* provides instructions for all of these functions. Posted with the *Spring 2017 TIDE User Guide* in the “Resources” section of the AzMERIT Portal are short instructional PowerPoint presentations demonstrating many TIDE tasks.

### Users

District Test Coordinators are responsible for maintaining all TIDE users within their district or charter and assigning appropriate roles to these users. The user’s role determines the level of permissions that the user will have. ADE recommends that all schools, whether administering computer-based or paper-based assessments, have a TIDE user with the role of School Test Coordinator (STC) to assist the District Test Coordinator. All Test Administrators at computer-based schools must have a TIDE user role of Test Administrator (TA), School Teacher (ST), or higher in order to administer AzMERIT tests. Refer to the “Managing TIDE Users” section of the *Spring 2017 TIDE User Guide* for instructions on adding new TIDE users.

A user may have different user roles at different schools. If any school staff members will have School Test Coordinator or Test Administrator roles at more than one school within the district, they must be added to each of those schools in TIDE.

**Note: Both computer-based and paper-based testing schools should add teachers to TIDE with the role of School Teacher (ST).** This will allow the School Test Coordinator to create rosters for teachers to access student results in ORS when results are released.

All users who will be administering computer-based AzMERIT tests or entering student responses into the Data Entry Interface, must complete the Test Administrator Certification Course **each school year**. This course is available on the Test Coordinators page of the AzMERIT Portal ([azmeritportal.org/test-coordinators](http://azmeritportal.org/test-coordinators)). See the “Test Administrator Training” section in this manual for more information.

### Students

All students participating in AzMERIT testing must have an appropriate enrollment in TIDE. District Test Coordinators are responsible for confirming that all students who should participate in AzMERIT testing have an enrollment in TIDE with the correct grade, for grades 3–8 testing, or the correct EOC eligibility, for EOC testing.

ADE will upload student information to TIDE three times as shown below. Student information will be based on student enrollments in AzEDS as of the file extract date.

File	Extract Date	Date Visible in TIDE
<b>Initial</b>	12/20/2016	1/3/2017
<b>Intermediate</b>	1/11/2017	1/16/2017
<b>Final</b>	1/20/2017	1/25/2017

Districts/charters should view students in TIDE following the Initial file upload and Intermediate file upload, and if necessary revise data in AzEDS as appropriate. Spring 2017 test materials will be provided based on student data in the Final file extract.

After February 1, 2017, District Test Coordinators are responsible for editing, adding, or uploading students to TIDE so that all students who should participate in AzMERIT have an enrollment in TIDE. School Test Coordinators may help the District Test coordinator with this task. Refer to the “Managing Student Information” section of the *Spring 2017 TIDE User Guide* for instructions on editing or adding student enrollments.

### *Settings and Accommodations*

For information about accommodations and universal test administration conditions, refer to *Testing Conditions, Tools, and Accommodations Guidance*.

**For both CBT and PBT**, Special Paper Version Test accommodations must be marked in TIDE by January 27, 2017 to receive a Special Paper Version test in the initial order for district/school.

**For CBT**, TIDE will be used to set specific computer-based settings and accommodations as well as to indicate non-embedded accommodations. Computer-based test settings and accommodations must be set in TIDE **prior** to the student testing. Non-embedded accommodations are set in TIDE **after** testing for students who used these accommodations.

The District Test Coordinator may assign this task to other TIDE users with the roles of District Administrator (DA) or School Test Coordinator (STC). Refer to the “Managing Student Information” section of the *Spring 2017 TIDE User Guide* on how to set computer-based test settings and accommodations in TIDE. Those with Test Administrator (TA) and School Teacher (ST) user roles will be able to change most test settings and accommodations in the TA Interface as students enter a test session.

### *Voice Pack*

**For CBT**, a specially licensed commercial voice pack for Windows computers will be available to download from TIDE at no cost. This voice pack may be used only in conjunction with, and not separate from, the computer-based assessments delivered by TDS. The District Test Coordinator may assign this task to other TIDE users. Refer to the “Downloading and Installing Voice Packs” section of the *Spring 2017 TIDE User Guide* for instructions.

### *Additional Orders*

The Additional Order windows are:

**PBT Schools:** March 14–16, 2017

For PBT schools, additional orders may be placed if there is not a sufficient number of test booklets in the district coverage of materials, or if additional Special Paper Version tests are needed. Special Paper Version tests available for PBT schools include Braille and Large Print tests.

**CBT Schools:** March 14–April 7, 2017

For CBT schools, additional orders may be placed for Special Paper Version tests for students who are added to TIDE after January 27, 2017. Special Paper Version tests available for CBT schools include Braille, Large Print, and Regular Print Paper Special Version tests.

**For both PBT and CBT schools:**

- Place one Additional Order per district.
- ADE will review each additional order prior to shipment.
- There must be an indication in TIDE for all additional orders including Special Paper Version tests.
- All requests for Special Paper Version tests must be identified in each student's Special Paper Version test accommodation.
- Special Paper Version test booklets may no longer be available during the Additional Order window.

Requests for additional materials must be made in TIDE. Prior to placing an additional order, all students must be added in TIDE. Additional orders will be approved by ADE. Once approved, the order will ship within 48 hours via FedEx Ground with approximate four-day travel duration for delivery. Please plan accordingly if your school is in a remote area where FedEx may not deliver daily.

For instructions on how to place an additional order, refer to the “Working with Orders for Testing Materials” section of the *Spring 2017 TIDE User Guide*.

### *Pre-ID Labels*

**For PBT**, all students testing using a regular print test must have a Pre-ID label. Most students testing on AzMERIT will have appropriate Pre-ID label(s) included in the shipment of test materials. For students without labels or incorrect labels, On-Demand Pre-ID labels must be printed locally from TIDE. The District Test Coordinator may assign this task to a School Test Coordinator. Refer to the “Managing Student Information” section of the *Spring 2017 TIDE User Guide* for instructions on printing Pre-ID labels.

## **Special Paper Version Tests Accommodations**

**At CBT and PBT schools**, Special Paper Version test accommodations must be identified for students in TIDE by January 3–27, 2017.

All Special Paper Version test booklets for AzMERIT must be identified in the student's record in TIDE.

Special Paper Version test accommodations indicated in TIDE by January 27, 2017, will be included in initial orders and delivered on March 13, 2017. Special Paper Version test accommodations indicated in TIDE after January 27 will require an additional order. Refer to the “Managing Student Information”

section of the *Spring 2017 TIDE User Guide* for instructions on indicating accommodated Special Paper Version test versions in TIDE.

Students in a computer-based school who have a Special Paper Version test accommodation indicated in TIDE will not have access to the CBT AzMERIT test.

### **New for Spring 2017—Data Entry Interface (DEI)**

For CBT and PBT schools, all students who test using a Special Paper Version test must have their responses entered into the Data Entry Interface (DEI). The designated adult that will be entering student responses into DEI must have an appropriate role in TIDE and must have completed the Test Administrator Certification Course.

### **Special Paper Version Test Kits**

Each Special Paper Version test will arrive in a separate shrink-wrapped test kit. The test kit will contain ALL materials needed to administer the test. Please be sure that Test Administrators review the *Spring 2017 AzMERIT Test Administration Directions for Special Paper Versions* included in the test kit prior to administration of the test. Instructions on how to use the DEI will be in the *AzMERIT Test Administration Directions for Special Paper Versions*.

- Special Paper Version test kits will not include a standard test booklet for transcription.
- No Pre-ID labels should be applied to the covers of any of the booklets included in the Special Paper Version test kit.

### **Braille**

**At CBT and PBT schools**, a paper-based Braille version of AzMERIT is available for any student whose IEP or 504 plan requires it. The use of a paper-based Braille version of AzMERIT requires adult entry of student responses into the Data Entry Interface.

### **Large Print**

**At PBT schools**, a Large Print paper-based version of AzMERIT is available for any student whose IEP or 504 plan requires it.

**At CBT schools**, the need for Large Print versions can usually be met through increasing the default zoom setting for the student in TIDE. Additionally, at computer-based schools, the use of a paper version Large Print is limited to students whose IEP or 504 plan specifically requires paper version Large Print version tests. The use of a paper version Large Print AzMERIT requires adult entry of student responses into the Data Entry Interface.

### **Regular Print Special Paper Version Test Booklets**

**At CBT schools**, a paper-based version of AzMERIT is available for any student whose IEP or 504 plan disallows computer-based testing and requires paper-based testing. This is a rare accommodation. The use of a paper version test at a computer-based testing school requires adult entry of student responses into the Data Entry Interface.

## Test Administrator Training

The District Test Coordinator is responsible for assigning Test Administrators for each group of students testing and for each testing room. Test Administrators **must** be employees of the school and **must** be trained in the correct test administration and test security procedures. Proctors may also be assigned to assist Test Administrators. All Test Administrators and Proctors must sign a School Year 2016–2017 *Achievement Test Security Agreement*.

AzMERIT is a standardized exam; it must be administered exactly as directed in the *Spring 2017 AzMERIT Test Administration Directions Grades 3–8* and *Spring 2017 AzMERIT Test Administration Directions End-of-Course*. District Test Coordinators must review these manuals and the *Testing Conditions, Tools, and Accommodations Guidance* document well before training School Test Coordinators and Test Administrators.

The training of Test Administrators and Proctors must include a thorough review of test security procedures, the appropriate use of testing conditions and accommodations, test administration procedures, and procedures for handling unexpected or unusual situations.

**For CBT and Data Entry Interface (DEI) access**, all Test Administrators must also complete the Test Administrator Certification Course available on the “Test Coordinators” page of the AzMERIT Portal ([azmeritportal.org/test-coordinators](http://azmeritportal.org/test-coordinators)) and must be completed **prior** to test administration. If the course is not completed, the system will not allow the user to administer tests or enter student responses into DEI.



**Note:** PBT Test Administrators who administer Special Paper Version tests must have the appropriate role in TIDE and also complete the Test Certification Course in order to access the Data Entry Interface (DEI).

All Test Administrators and Proctors should be given copies of the appropriate *Spring 2017 AzMERIT Test Administration Directions* at least one day **prior** to the administration of any AzMERIT test. AzMERIT Test Administrators and Proctors are expected to read the appropriate *AzMERIT Test Administration Directions* prior to administering the AzMERIT. *AzMERIT Test Administration Directions* are not secure test materials and may be kept in classrooms or other non-secure locations.

## Section 2. Computer-Based Testing (CBT) Information

The District Test Coordinators' responsibilities for computer-based testing (CBT) schools are outlined in this section from **before** testing to **during** and **after** testing. Remember that only students with an enrollment in TIDE will be able to participate in AzMERIT. It is the District Test Coordinator's responsibility to ensure that all students who need to take AzMERIT assessments have an enrollment in TIDE prior to testing and that any needed accommodations and test settings have been updated in TIDE for each student who needs them. All Test Administrators must have a TIDE account and must be connected to the same district(s) and school(s) as the students they will be testing.

### Before Computer-Based Testing (CBT)

#### Review Sample Tests

All CBT students must take the AzMERIT Sample Tests prior to the day of testing and be familiar with the testing tools, resources, and platform. AzMERIT Sample Tests are available on the AzMERIT Portal and should be used ahead of the test window to:

- Familiarize test administrators with the TA interface;
- Train test administrators on approving student and editing student test settings;
- Teach students how to log in to the secure browser (using test tickets, if desired); and
- Allow students to practice answering AzMERIT item types and using test tools.

While students may access the AzMERIT Sample Tests as a guest at any time, it is recommended that Test Administrators conduct a test session in the Secure Browser with students in order to simulate the real test scenario. Test Administrators can follow the steps outlined in the *Spring 2017 AzMERIT Test Administrator User Guide* to open a test session, prepare student devices for testing, and approve students into the test session.

#### Receiving Test Materials

District Test Coordinators will receive the initial order of test materials on March 13–14, 2017.

Initial materials will include the *Spring 2017 AzMERIT Test Coordinator's Manual* and *Spring 2017 AzMERIT Test Administration Directions* for all schools within the district or charter. All materials will be shipped to the District Test Coordinator. The test materials are boxed by district, then by school.

Special Paper Version tests will be included in initial shipments, provided that they were indicated in TIDE prior to January 27, 2017. Save all boxes for the Special Paper Version tests to use for returning the Special Paper Version tests to Measurement Incorporated (MI).

#### Additional Order Window – Special Paper Version Tests

**CBT Schools:** March 14–April 7, 2017

#### Distribute Test Materials

District Test Coordinators should establish local procedures for providing scratch paper, pencils, and calculators (if applicable) before testing. Refer to the "AzMERIT Calculator Policy" in Section 1 for details on permitted calculators.

## Test Tickets

Test tickets are an optional (but recommended) resource available in TIDE. Test tickets contain the information that a student will need to log in to the Secure Browser in order to test. These may be a useful resource to streamline the login process, especially for younger students.

If you choose to utilize test tickets, please refer to the “Managing Student Information” section of the *Spring 2017 TIDE User Guide* for instructions on how to print test tickets for students. Test tickets will generate in a PDF and will have 10 tickets per page. Tickets should be printed and cut in advance of the test session so that testing is not delayed.

## During Computer-Based Testing (CBT)

It is the District Test Coordinator’s responsibility to ensure that CBT Test Administrators are trained to:

- Properly administer AzMERIT using air’s testing systems;
- Maintain a secure test environment in accordance with AzMERIT policies;
- Report any test improprieties to the school Test Coordinator or District Test Coordinator;
- Understand and use correct procedures for an individual student break in a test session. Students who require a stretch break during testing should pause their test to keep the test content secure.
- Ensure that students may not talk, use electronic devices, or leave the room during testing;
- Know correct procedures for students who need additional time to finish their test. Be sure test administrators and students understand that after a student’s test has been paused for 20 minutes, the student may not be able to return to previous test pages and will resume the test on the page where he or she paused; and
- Not allow any significant break during a test session.

## Monitoring Test Completion

New for the 2016–2017 school year, TIDE will store the test completion data for computer-based tests. The “Plan and Manage Testing” section of TIDE allows you to generate customized Participation Reports showing your students’ testing activity. The reports also show which students have completed testing and which students have yet to begin or complete testing.

## Test Completion Rates

School and district users can generate customized participation reports showing the number of students who have completed each part of each AzMERIT test. District-level users can create a file either for a specific school or for the whole district. These reports can be downloaded or opened in Excel.



**Note:** For full details on how to navigate the “Plan and Manage Testing” section, please refer to the *Spring 2017 TIDE User Guide* found in the “Resources” section of the AzMERIT Portal ([azmeritportal.org](http://azmeritportal.org)).

## After Computer-Based Testing (CBT)

Collect all used scratch paper and all test tickets.

Verify that all Special Paper Version tests and *Spring 2017 AzMERIT Test Administration Directions for Special Paper Versions* have been returned.

Verify that all student responses from Special Paper Version tests for have been entered in the Data Entry Interface (DEI).

**Note:** *Spring 2017 AzMERIT Test Administration Directions for Special Paper Versions*, used scratch paper, and test tickets are considered secure test materials and must be securely destroyed.

### **Nonscorable Special Paper Version Tests – Return to Measurement Incorporated (MI)**

After student responses from Special Paper Version tests have been entered into the Data Entry Interface (DEI), District Test Coordinators must return materials to MI.

- Special Paper Version tests (Braille, Large Print, and regular size Special Paper Version tests)

Return all Special Paper Version test kits you received in the original Measurement Incorporated shipping box. All materials for returning Special Paper Version tests are included in the District Return Kit. Tests can be returned as soon as all students in the district have completed testing and all student responses have been entered into DEI. However, all Special Paper Version tests must be returned no later than May 4, 2017.

### **District/School Return Forms**

Complete either the District or School Return Form(s) provided in the original shipment. All Special Paper Version tests must be accounted for and returned to MI.

Put all District/School Return Forms on top of the first box for the district. Multiple schools can be put in the same box as long as the schools are in the same district/charter.

### **Green Nonscorable Labels**

For **each box** being returned, attach a green Nonscorable label on the **side of the box**.

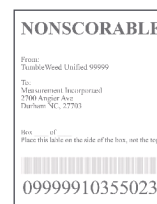
**DO NOT cover** or deface the Measurement Incorporated green and white-colored barcoded labels (shown below) that were on the sides and top of each of the boxes when they were shipped to your district. These labels identify your district or school. **Do not place** the green Nonscorable label on the top of the box as it will interfere with FedEx processing.

After applying Nonscorable labels, number boxes starting with 1 and continue sequentially through all nonscorable boxes for all schools within the district/charter.

**Do Not Cover MI Label**



**Green Nonscorable Label – Put on Side of Box**

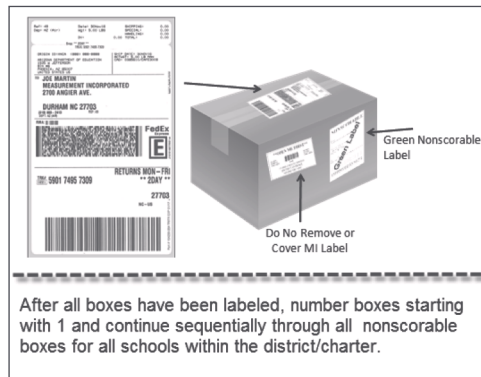


## FedEx 2-Day Return Label

Place a FedEx 2Day® Return Label on the top of each box. Be sure to either **cover the original FedEx address label** or mark through it to avoid any address confusion during shipping.

Secure the box(es) well with packing tape to avoid damage and/or loss during shipping.

**Box Labeling Diagram**



Call 1-800-GO-FedEx (1-800-463-3339) to schedule a pick-up. Please ship your test materials via FedEx Air Standard two-day delivery. Special Paper Version tests can be returned as soon as all students for the district/charter have completed testing. **However, all materials must be picked up by May 4, 2017.**

If you need assistance regarding your return shipment, contact [AzMERIT@azed.gov](mailto:AzMERIT@azed.gov).

## Non-scorable Test Materials—Destroyed/Discarded Locally

District Test Coordinators must establish local procedures for destroying the secure non-scorable test materials and discarding non-secure non-scorable test materials.

**Secure** non-scorable materials include:

- Printed test tickets
- Used scratch paper
- *Spring 2017 AzMERIT Test Administration Directions for Special Paper Versions*

**Non-secure** non-scorable materials include:

- *Spring 2017 AzMERIT Test Coordinator's Manuals*
- *Spring 2017 AzMERIT Test Administration Directions*

## Section 3. Paper-Based Testing (PBT) Information

The District Test Coordinators' responsibilities for paper-based testing (PBT) schools are outlined in this section from **before** testing to **during** and **after** testing. Remember that only students with an enrollment in TIDE will be able to participate in AzMERIT. It is the District Test Coordinator's responsibility to ensure that all students who need to take AzMERIT assessments have an enrollment in TIDE prior to testing and that sufficient quantities of test materials are available.

### Before Paper-Based Testing

#### Review Sample Items

PBT Test Administrators should ensure that students are familiar with how the innovative computer-based item types will render on the paper-based form of the test. Since AzMERIT is a computer-based test, the AzMERIT Sample Tests are computer-based. The AzMERIT *Guide to the Sample Tests* available on the AzMERIT Portal ([azmeritportal.org/resources](http://azmeritportal.org/resources)) includes samples of how all items will render on the paper-based tests.

#### AzMERIT Test Booklets

All AzMERIT test booklets are consumable; students will respond to test items directly in their test booklets. There are no separate answer documents for AzMERIT.

For each grade 3 through 8, there will be one test booklet for ELA that includes Writing, Reading Part 1, and Reading Part 2. For Math there will be one test booklet that includes Part 1 and Part 2.

For each ELA EOC test, there will be one test booklet that includes Writing, Reading Part 1, and Reading Part 2. For each Math EOC test, there will be one test booklet that includes Part 1 and Part 2.

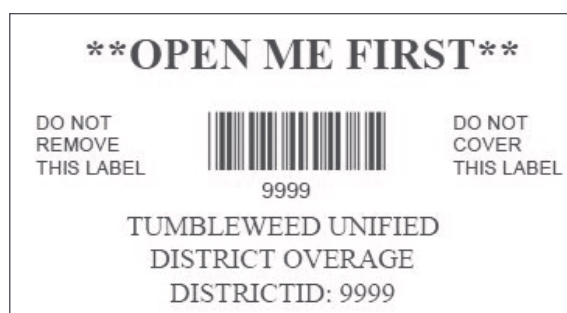
#### Receiving Test Materials

District Test Coordinators will receive the initial order of test materials on March 13–14, 2017.

Materials for all schools within the district or charter will be shipped to the District Test Coordinator. The test materials are boxed by district, then by school. A district overage of test materials, including test booklets, is also included with the district shipment. Pre-ID Labels and Special Paper Version kits will be included in initial shipments of test materials if they were indicated in TIDE prior to January 27, 2017.

Save all boxes for use in returning AzMERIT test materials. Do not cover, remove, or deface the green-and-white barcoded label(s) placed on the sides and top of each of the boxes prior to shipping to your district. Information on these green-and-white labels is needed when the box is returned to Measurement Incorporated. These labels will be marked "Do not cover or remove this label."

All boxes will be numbered and will include the district and school name. The first box for each district and each school will have a label with "Open Me First."



All district boxes will be white boxes and all school boxes will be brown boxes. See the following table for the list of materials that will be shipped for the district and each school.

**Paper-Based Test Materials Checklist**

District Boxes	School Boxes
District Packing List School Packing List for each school (duplicate copies)	School Packing List School Return Form
District Return Kit including: <ul style="list-style-type: none"> <li>District Return Form and Envelope for returning this form</li> <li><b>FedEx 2Day® Return Labels for each box</b> in the Return Shipment of test materials</li> <li>Yellow <b>Scorable</b> Labels for returning used test materials</li> <li>Green <b>Nonscorable</b> Labels for returning unused test materials</li> <li>Extra blank Pre-ID labels</li> <li>Special Handling Envelopes for returning improprieties</li> </ul>	<i>Spring 2017 AzMERIT Test Coordinator's Manual</i> <i>Spring 2017 AzMERIT Test Administration Directions</i> (one per 20 students) Test booklets packed by content area Pre-ID labels
<i>Spring 2017 AzMERIT Test Coordinator's Manual</i>	Extra blank Pre-ID label sheets
<i>Spring 2017 AzMERIT Test Administration Directions</i> (one per 20 test booklets in district overage materials)	
Overage of test booklets packed by content area	

### *Inventory Test Materials*

Upon receiving the AzMERIT shipment, the District Test Coordinator should immediately inventory all materials using the following steps:

*Verify that all boxes have been received.*

- Sort the boxes in numeric order.
- Count the total number of boxes received and compare it to the number of boxes indicated as shipped, based on the number sequence on the shipping label. If the total number of boxes indicated as shipped has not been received by March 15, 2017, email [AzMERIT@azed.gov](mailto:AzMERIT@azed.gov).

*Verify that all District Materials have been received.*

The District Test Coordinator must inventory the overage materials in the District boxes.

- Find the white district Box 1 with the label “Open Me First.”
- Find the District Packing List, District Return Form, and School Packing Lists for each school.
- The School Packing Lists are duplicate copies for the District Test Coordinator. Do not send these School Packing Lists to the schools.

## District Packing List

The **District Packing List** will list all materials received in the district overage boxes. The packing list will list the number of materials sent, the range of numbers for the test booklets, and the box number where the materials can be located.

- Verify the materials received against the District Packing List.
  - Test booklets are numbered sequentially within the shrink-wrapped packages.
  - If there is a discrepancy when initial materials are inventoried, indicate which test booklets are missing on the District Return form.
  - As individual test booklet packages are opened, confirm that there are no missing test booklets within the packages. If test booklets are missing, mark the missing security barcode number on the District Return Form.
- Test booklets included in the district shipment are an overage amount of the district-wide enrollment counts and should be used to cover any shortages in the school shipments.
- Do not distribute overage test booklets to schools until needed.
- If materials in the district overage shipment do not cover the school shortages, additional materials may be transferred between schools or districts, or additional materials may be ordered during the Additional Orders window.
- Save copies of all packing lists from the initial order and any additional orders to aid in completing the District Return Form after testing is completed.

Sample Packing List (District)

PACKING LIST AZMERIT SPRING 2016 ADMINISTRATION					
Order Type = Initial 88-7777 (District Order)	Ship To: ANY DISTRICT MR. BRIAN HAYES ADMINISTRATION BUILDING 123 FIRST AVENUE ANY TOWN, AZ 81234 (888) 222-4444				
MI Order Number: 0 0 0 2 0 6 0 1 0 0 0 3 0 5					
Product Description	Qty	Qty/Pkg	Total	Test Booklet Range	Box Range
District Return Form	1	1	1		1
Test Coordinator's Manual	1	1	1		1
Test Administration Directions - EOC	1	1	1		1
Grade 3 ELA	1	5	5	1000000-1005000	1
Grade 3 Math	1	5	5	1005001-1006000	1
Grade 4 ELA	1	5	5	1006001-1007000	1
Grade 4 Math	1	5	5	1007001-1008000	1
Grade 5 ELA	1	5	5	1008001-1009000	1
Grade 5 Math	1	5	5	1009001-1010000	1
Grade 6 ELA	1	5	5	1010001-1011000	1
Grade 6 Math	1	5	5	1011001-1012000	1
Grade 7 ELA	1	5	5	1012001-1013000	1
Grade 7 Math	1	5	5	1013001-1014000	1
Grade 8 ELA	1	5	5	1014001-1015000	1
Grade 8 Math	1	5	5	1015001-1016000	1
EOC ELA Grade 9 Test Booklet (Orange)	2	5	10	5902345-5902355	1
EOC ELA Grade 10 Test Booklet (Pink)	1	5	5	5002340-5002345	1
EOC ELA Grade 11 Test Booklet (Red)	1	5	5	5102335-5102340	1
EOC Algebra I Test Booklet (Purple)	2	5	10	2002345-2002355	1-2
EOC Geometry Test Booklet (Violet)	1	5	5	3002340-3002345	2
EOC Algebra II Test Booklet (Blue)	1	5	5	4002335-4002340	2
District Return Kit	1	5	5		2
[Total Number of Boxes in this Order = 2]					
IMMEDIATELY INVENTORY ALL TEST MATERIAL RECEIVED. If the total number of boxes in this order as indicated above has not been received by October 15, 2015, contact the AzMERIT Help Desk at 1-844-560-7812 or azmerithelpdesk@air.org.					
Please KEEP this packing list for your records.					
For MI Use Only - Order Verified By: _____					

District Return Form

DISTRICT RETURN FORM AZMERIT SPRING 2016 ADMINISTRATION					
Order Type = Initial 999-887777 (District Order)	DISTRICT CODE: 887777 DISTRICT: ANY DISTRICT DTC: MR. BRIAN HAYES				
MI Order: 05200350000038					
TEST BOOKLETS					
SECURITY RANGE	TEST BOOKLET RETURN DETAILS				
DISTRICT OVERAGE AzMERIT TEST BOOKLETS					
# SENT	AO*	TOTAL REC	SCOREABLE	# UNUSED	# MISSING
ELA 9: 1000363 - 1000372	10	_____	_____	_____	_____
Math 9: 1100363 - 1100372	10	_____	_____	_____	_____
Algebra I: 2000363 - 2000372	10	_____	_____	_____	_____
Geometry: 3000363 - 3000372	10	_____	_____	_____	_____
*AO INCLUDES ADDITIONAL MATERIALS RECEIVED OR TRANSFERRED INTO DISTRICT.					
TEST NAME	TEST BOOKLET RANGE	COMMENTS			
_____	_____	_____			
_____	_____	_____			
TEST BOOKLET #'S MISSING, DESTROYED OR TRANSFERRED OUT.					
TEST NAME	TEST BOOKLET RANGE	COMMENTS			
_____	_____	_____			
_____	_____	_____			
*IF MORE LINES ARE NEEDED, USE THE BACK OF THE FORM.					
A completed District Return Form, School Return Forms (1 for each school), and Transfer of AzMERIT Secure Test Materials form (if used) is to be returned with scoreable test materials. Put all copies in the large District Return Form envelope provided in your District Return Kit and place envelop at the top of Box 1. Retain copies of all forms for your records.					
I CERTIFY THAT ALL SPRING 2016 TEST BOOKLETS HAVE BEEN RETURNED TO MEASUREMENT INC UNLESS IDENTIFIED ABOVE. I HAVE: (1) VERIFIED EACH TEST BOOKLET SECURITY NUMBER; AND (2) COUNTED EACH TEST BOOKLET INDIVIDUALLY.					
SIGNATURE OF DTC		PRINTED NAME		DATE	

## **District Return Form**

The **District Return Form** is used to track all district materials received and returned to MI.

- Complete and sign the District Return Form.

<b>District Overview AzMERIT Test Booklets; complete the fields as described below.</b>	
# Sent	This field will be prepopulated with the number of test booklets sent in the initial district order.
AO*	<p>Indicate the number of additional order test booklets received. Also include the number of test booklets received or transferred into the district from another school or district. Delete the number of test booklets transferred out to a school or another district.</p> <p>*If materials are received from another district or transferred to another district, attach copy of Transfer of AzMERIT Secure Test Materials form (Appendix A) to the District Return Form.</p> <p>All additional test booklets or test booklets transferred in must be listed in the section “*AO Includes Additional Materials Received or Transferred into District.”</p>
Total Rec	Add the “# Sent” and “AO*” for the total number of district materials received.
# Unused	The number of test booklets being returned as nonscorables.
# Missing	<p>The “Total Rec” and the “# Unused” should be the same.</p> <p>If there is a discrepancy, indicate the difference in the “# Missing.”</p> <p>All missing test booklets, including test booklets transferred out must be identified in the section “Test Booklet #’s Missing, Destroyed or Transferred out.”</p>
<b>*AO includes Additional Materials received or transferred into district; complete this section as described below.</b>	
Test Name	List the appropriate grade level or EOC test.
Test Booklet Range	Barcodes can be added individually or a range of barcodes may be added.
Comments	Comments may include additional order, transferred from another school or district.
<b>Test Booklet #’s Missing, Destroyed or Transferred out; complete this section as described below.</b>	
Test Name	List the appropriate grade level or EOC test.
Test Booklet Range	Barcodes can be added individually or a range of barcodes may be added.
Comments	Comments may include missing in initial order or transferred out to another school or district.

- District Return Form and School Return Forms for each school must be completed and returned to MI in the large District Return Form envelope provided in your District Return Kit. Place envelope at the top of Box 1.
- All test booklets shipped to the district and each school within the district/charter will be scanned and inventoried by MI to verify that all test booklets (both scorable and nonscorable) have been returned. It is important to inventory all materials upon delivery and mark any discrepancies on the School Return Form.

*Verify that all School Materials have been received.*

The District Test Coordinator or the School Test Coordinator must inventory the materials shipped for each school.

- Find the brown school box with the label “Open Me First.”
- Find the School Packing List and the School Return Form.

## **School Packing List**

The **School Packing List** will list all materials received in the school boxes. The packing list will list the number of materials sent, the range of numbers for the test booklets, and the box number for where the materials can be located.

- Verify the materials received against the School Packing List.
  - Test booklets are numbered sequentially within the shrink-wrapped packages.
  - If there is a discrepancy when initial materials are inventoried, indicate the test booklets missing on the School Return form.
  - As individual test booklet packages are opened, confirm that there are no missing test booklets within the packages. If test booklets are missing, mark the missing security bar code number on the School Return Form.
- Verify that the actual number of test booklets received is sufficient for the actual number of students testing. If additional test booklets are needed, contact the District Test Coordinator.
- Save copies of all packing lists from the initial order to aid in completing the School Return Form after testing is completed.

## **School Return Form**

The **School Return Form** is used to track all school materials received and returned to the District Test Coordinator.

- Complete and sign the School Return Form for each school in the district/charter.

<b>AzMERIT Test Booklets; complete the fields as described below.</b>	
# Sent	This field will be prepopulated with the number of test booklets sent in the initial school order.
AO*	Mark the number of additional test booklets received from district overage, or from another school. Delete the number of any test booklets that were transferred out of the school  All additional test booklets must be listed in the section “*AO Includes Additional Materials Received or Transferred into School.”
Total Rec	Add the “# Sent” and “AO*” for the total number of school materials received.
Scorable	The number of used test booklets being returned for scoring.
# Unused	The number of test booklets being returned as nonscorables.
# Missing	The “Scorable” and the “# Unused” should equal the “Total Rec” for the school. If there is a discrepancy, indicate the difference in the “# Missing.”  All missing test booklets, including test booklets that were contaminated and securely destroyed at district and test booklets transferred out must be identified in the section “Test Booklet #’s Missing, Destroyed or Transferred out.”
<b>*AO Includes Additional Materials from District Overage; complete this section as described below.</b>	
Test Name	List the appropriate grade level or EOC test.
Test Booklet Range	Barcodes can be added individually or a range of barcodes may be added.
Comments	Comments may include materials received from district.
<b>Test Booklet #’s Missing, Destroyed or Transferred Out; complete this section as described below.</b>	
Test Name	List the appropriate grade level or EOC test.
Test Booklet Rang	Barcodes can be added individually or a range of barcodes may be added.
Comments	Comments may include missing in initial order, test booklet contaminated and securely destroyed, transferred to district.

- All test booklets shipped to schools will be scanned and inventoried by MI to verify that all test booklets (both scorable and nonscorable) have been returned. It is important to inventory all materials upon delivery and mark any discrepancies on the School Return Form.

### School Return Form

SCHOOL RETURN FORM			
AzMERIT			
SPRING 2016 ADMINISTRATION			
Order type = Initial	ESTIMATE#	939-187777	
939-187777 (School Order)	SUBJECT#	NEW SUBJECT	
ANY SCHOOL	SCHOOL#	ANY SCHOOL	
	DTY#	NO. SCHOOL MATES	
MI Order# 0226923000012			
TEST BOOKLETS			
SECURITY NUMBER	TEST BOOKLET RETURN DETAILS		
AzMERIT TEST BOOKLETS	# SENT	AO*	TOTAL REC'D/SCORABLE # RETURNED # MISSING
ELA R: 1000653 - 1000702	10		
Math R: 1000653 - 1000702	10		
Algebra I: 2000653 - 2000702	10		
Geometry: 2000653 - 1000702	10		
*AO INCLUDES ADDITIONAL MATERIALS RECEIVED FROM DISTRICT OVERAGE.			
TEST NAME	TEST BOOKLET RANGE	COMMENTS	
TEST BOOKLET #'S MISSING, DESTROYED OR TRANSFERRED OUT.			
TEST NAME	TEST BOOKLET RANGE	COMMENTS	
*IF MORE LINES ARE NEEDED, USE THE BACK OF THE FORM.			
Complete this School Return Form and return to your District Test Coordinator with your test materials. Retain a copy for your records.			
I CERTIFY THAT ALL SPRING 2016 TEST BOOKLETS HAVE BEEN RETURNED TO MY DISTRICT			
LISTED ABOVE. I HAVE:			
(1) VERIFIED EACH TEST BOOKLET SECURITY NUMBER; AND			
(2) COUNSED EACH TEST BOOKLET INDIVIDUALLY.			
SIGNATURE OF DTC	PRINTED NAME	DATE	

### Transferring Secure Materials Between Schools Within Your District

If a school in your district has a shortage of test materials and your supply of district overage materials has been exhausted, you may transfer test materials from another school within your district that has more materials than needed for their students. It is the responsibility of the District Test Coordinator to track these transfers of secure materials so that all test booklets can be accounted for at all times and returned appropriately after testing has been completed. Each school must indicate on its School Return Form any test booklets that have been received or transferred out.

### Transferring Secure Materials to Another District

If you have a shortage of test materials after you have exhausted your district overage and any school overages, you may request a transfer of test materials from a neighboring district if the district has a sufficient overage of materials to fulfill your needs. In the event that secure test materials are transferred between districts, the District Test Coordinators for both districts must complete the *Transfer of AzMERIT Secure Test Materials* form found in “Appendix A” of this manual.

District Test Coordinators for both districts involved in the transfer must ensure that the documentation of transferred materials is complete and accurate and both District Test Coordinators must sign the transfer form.

Both District Test Coordinators should:

- Indicate the number of test materials and the security bar code numbers that are either being transferred into or transferred out of their district.
  - If materials are being transferred into your district, indicate the number of test materials under the AO\* column on the District Return Form.
  - If materials are being transferred out of your district, indicate the number of material materials missing on the District Return Form.

- Include a copy of the *Transfer of AzMERIT Secure Test Materials* form with the District Return Form to Measurement Incorporated when test materials are returned. A copy of this form is in Appendix A. You may photocopy the form from the manual or download it from the AzMERIT Portal ([azmeritportal.org](http://azmeritportal.org)).

### Additional Order Window

The Additional Order window is:

**PBT Schools:** March 14–16, 2017

- When Additional Order materials arrive in the district, follow procedures for inventorying materials.
- On the District Return Form, write in the number of additional order test materials received under the AO\* column.
- Save Additional Order Packing Lists to aid in completing the District Return Form after testing is completed.

### Pre-ID Labels

A student Pre-ID label is required for each test booklet. Most students will receive Pre-ID labels in the test materials shipment. Students who do not have Pre-ID labels in the shipment will need to have On-Demand labels printed for them from TIDE. If a student's Pre-ID label is damaged or includes any incorrect information, a new On-Demand label will need to be printed prior to the student testing.

Additional blank labels On-Demand are included in Box 1 for the district and each school shipment. On-Demand printing of additional labels is available through TIDE for the School Test Coordinator, District Administrator, and District Test Coordinator user roles. Instructions for printing On-Demand Pre-ID labels are in the *Spring 2017 TIDE User Guide*, found on the AzMERIT Portal ([azmeritportal.org/resources](http://azmeritportal.org/resources)).

Apply Pre-ID labels to test booklets **prior** to distributing them to students. EOC labels contain the test name in the top line. Be sure to apply the appropriate label to the appropriate type of test booklet for each student (e.g., the ELA label on the ELA booklet; the Math label on the Math booklet). When applying labels, especially On-Demand labels, check carefully that the student's information is printed clearly and completely on the label prior to placing it on a test booklet.

Apply the Pre-ID label inside the Student Barcode Label box on the front cover of the test booklet. Do not try to remove and reapply the label if it appears to be improperly placed. If labels are improperly placed, contact ADE for guidance on how to proceed. Test booklets must have a Pre-ID label or On-Demand label to be scored. **Any test booklets with anything other than a Pre-ID or On-Demand label, including homemade labels or copies of test tickets, will not be scored.**

No Pre-ID label should be applied to the cover of any test booklet included in the Special Paper Version test kit.

Unused Pre-ID labels for students who no longer attend the school should not be applied to test booklets. Unused Pre-ID labels should be securely destroyed after testing is completed.



**Note:** Only use the label stock included in your shipment of materials from Measurement Inc. to create On-Demand labels from TIDE. Student information may be cut off or misaligned if On-Demand labels are printed using any other type of label stock. If additional label stock is needed, it can be ordered during the additional order window.

All responses must be transferred into DEI prior to test materials being returned to MI. These Special Paper Version test booklets must be returned with all other nonscorable test materials for your district and schools.

## **During Testing**

Test Administrators must follow security procedures and test administration procedures during the test session as found in the appropriate *Spring 2017 AzMERIT Test Administration Directions*. Test Administrators should be given the *Spring 2017 AzMERIT Test Administration Directions* prior to the test session. Test Administrators must be familiar with which accommodations students are allowed during testing. The Test Administrator must complete the Accommodations Data Grid on the back of the test booklet for students who received accommodations.

All test improprieties and security breaches must be reported to the District Test Coordinators. All Test Administrator errors and student cheating incidents must be reported to ADE using the Incident Report posted on the AzMERIT Test Coordinator web page).

## **Precautions**

- Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their test booklets. Doing so may cause scoring discrepancies. Students can use a No. 2 pencil for any annotations or underlining.
- Do not allow students to use correction fluid on the scorable test booklets. Doing so may cause scoring discrepancies.
- Do not allow students to make any marks near the timing marks on the edges of the scorable test booklets. Doing so may cause scoring discrepancies.
- Do not allow students to use extra paper or ink to write their ELA Writing test responses in the scorable test booklets. Only responses that are written in pencil on the pages designated “Final Copy” in the scorable test booklets will be scored.
- Do not use “sticky” notes, paper clips, tape, staples, or glue on the scorable test booklets.
- Do not insert loose papers into the scorable test booklets.
- Do not tape or glue additional paper into the scorable test booklets.
- Do not photocopy the test booklets.
- Do not disassemble or remove pages from test booklets.

## **After Testing**

Collect all test materials and scratch paper from Test Administrators.

- All AzMERIT test booklets are returned to Measurement Incorporated (MI).
- The used test booklets (regular size) are returned as scorable materials.
- The unused test booklets and Special Paper Version tests (Large Print test booklets and Braille test booklets) are returned as nonscorables.
- All used scratch paper, unused Pre-ID labels, any contaminated test booklets; and any student responses that were produced electronically must be securely destroyed either at the district or school.

- *Spring 2017 AzMERIT Test Coordinator's Manuals* and *Spring 2017 AzMERIT Test Administration Directions* can be discarded locally either at the district or school.
- District Test Coordinators should provide specific instructions how these materials will be either securely destroyed or discarded.

### Preparing Test Booklets for Return to Measurement Incorporated (MI)

- Verify that all test booklets have been collected from Test Administrators.
- Verify that all test booklets included on the District Packing List, all School Packing Lists, and any Additional Order Packing Lists are accounted for.
- All test booklets will be inventoried upon return to MI. District Test Coordinators will be contacted regarding any missing test booklets.
- Separate all scorable (used) test booklets from nonscorable (unused) test materials.
- Remove any loose sheets of paper from the test booklets.
- Transfer student responses from any test booklets contaminated with blood, vomit, or other bodily fluids to a clean test booklet with a new Pre-ID label. Securely destroy the contaminated test booklet. For any contaminated test booklet that is destroyed at the district, mark the security bar code number on the School Return Form. Make a note that the test was contaminated and was destroyed.
- Transfer student responses from any Special Paper Version tests into the DEI.
- Complete a *Transfer of AzMERIT Secure Test Materials* form for any test booklets received from or transferred to another district. Return the *Transfer of AzMERIT Secure Test Materials* form with the District Return Form.
- Complete the District Return Form.
  - The number of test booklets sent was prepopulated and verified during the initial inventory of test booklets.
  - Any Additional Order test booklets that were placed for the district and any test booklets received from a school or another district should be included under the AO\*.
  - The total number of test booklets sent and the number of Additional Order booklets (AO\*) equals the Total Rec.
  - List the number of scorable (used) test booklets being returned for scoring.
  - List the number of nonscorable (unused) materials being returned.
  - The number of nonscorable (unused) test booklets should equal the number of "Total Rec." If there is a difference, indicate the number of test booklets under the "Missing" column.
  - All missing test materials must be accounted for. Complete the information at the bottom of the District Return Form under the section "Test Booklets missing, destroyed, or transferred out" for any materials that are missing. Provide explanation of missing materials. Missing test materials will include:
    - Test booklets not received in initial order or additional order;
    - Test booklets transferred to a school within your district/charter; and
    - Test booklets transferred to another district or another school not within your district/charter (include a copy of the *Transfer of AzMERIT Secure Test Materials* form).

- Complete the School Return Form.
  - The number of test booklets sent was prepopulated and verified during the initial inventory of materials.
  - Any additional test booklets that were received from the district overage materials should be included under the AO\*.
  - Total number sent and AO\* for Total Rec.
  - List the number of scorable (used) test booklets being returned for scoring.
  - List the number of nonscorable (unused) test booklets being returned.
  - The total number of scorable (used) test booklets and nonscorable (unused) test booklets should equal the number of “Total Rec.” If there is a difference, indicate the number of test booklets under the “Missing” column.
  - All missing test materials must be accounted for. Complete the information at the bottom of the School Return Form under the section “Test booklets missing, destroyed, or transferred out” for any materials that are missing. Provide explanation of missing or destroyed materials. Missing test materials will include:
    - Test booklets not received in initial order;
    - Test booklets contaminated and securely destroyed;
    - Test booklets transferred to a school within your district/charter.

### Boxing Scorable Test Booklets

Scorable test booklets include completed and partially-completed standard AzMERIT test booklets. (All Special Paper Version test booklets are nonscorable materials and not returned with this shipment.)

- Separate the ELA test booklets and Math test booklets for each school.
- Place all scorable test booklets in boxes. Sort by grade (where applicable), school, and content area. Boxes can be mixed with different schools and content area. All materials are to be returned to MI in the boxes in which they were shipped. A sample packing diagram for returning used (scorable) test booklets is available on the next page.
- Do not mix nonscorable test booklets in the same box as scorable test booklets.
- Place the District Return Form and School Return Forms in the large envelope provided in your District Return Kit on top of Box 1.
- If directed by ADE to return the Pink Special Handling Envelope(s), place the envelope(s) in the first scorable box for the district immediately below the District and School Return Forms. **Special Handling Envelopes are not to be returned to MI without approval by ADE.**

Sample Special Handling Envelope

TESTING IMPROPRIETIES ENVELOPE

(Use only with AZT approval)

AZMERIT Paper-Based Testing (PBT) Only

A Testing Incident Report must be completed and submitted to ADE for all testing improprieties and testing incidents prior to test booklets being returned to ME. This envelope is only used if instructed by ADE.

District Name \_\_\_\_\_ District Entry # \_\_\_\_\_

School Name \_\_\_\_\_ School Entry # \_\_\_\_\_

Test Improprieties included in this envelope for the following student(s):

Number of Students included in this envelope \_\_\_\_\_

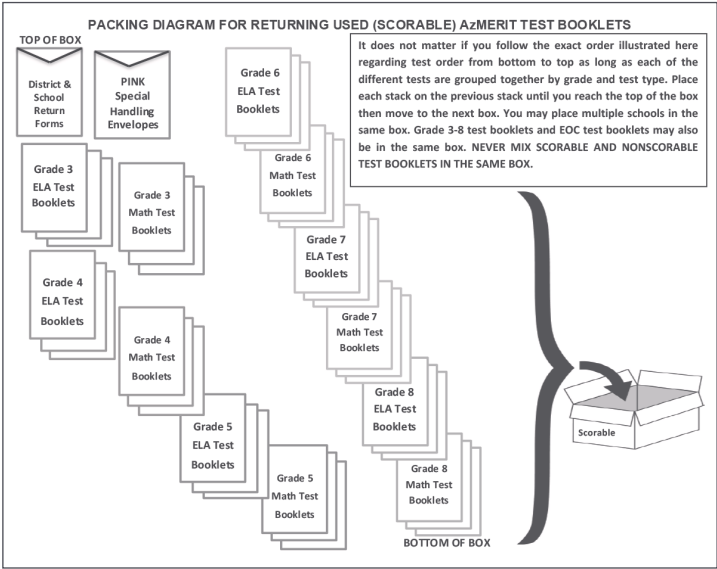
1. Student Name \_\_\_\_\_ Test Booklet # \_\_\_\_\_

Student SAIS # \_\_\_\_\_

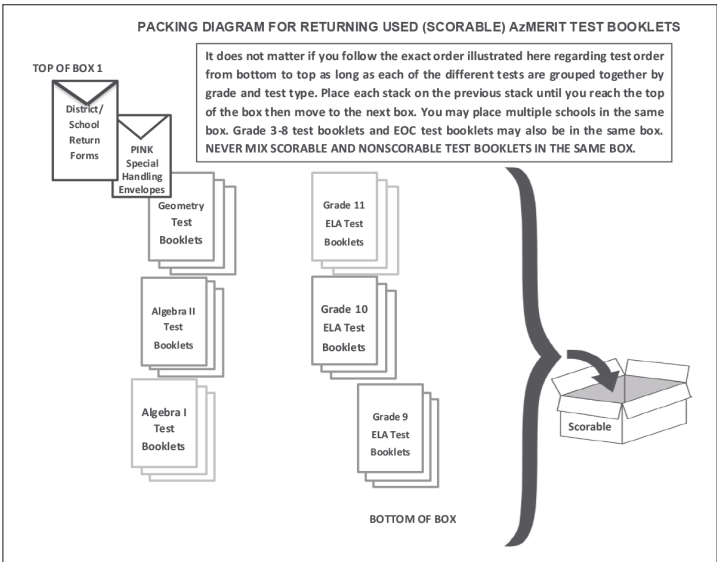
2. Student Name \_\_\_\_\_ Test Booklet # \_\_\_\_\_

Student SAIS # \_\_\_\_\_

Packing Diagram for Returning Used (Scorable) Test Booklets for Grades 3–8



Packing Diagram for Returning Used (Scorable) Test Booklets for EOC

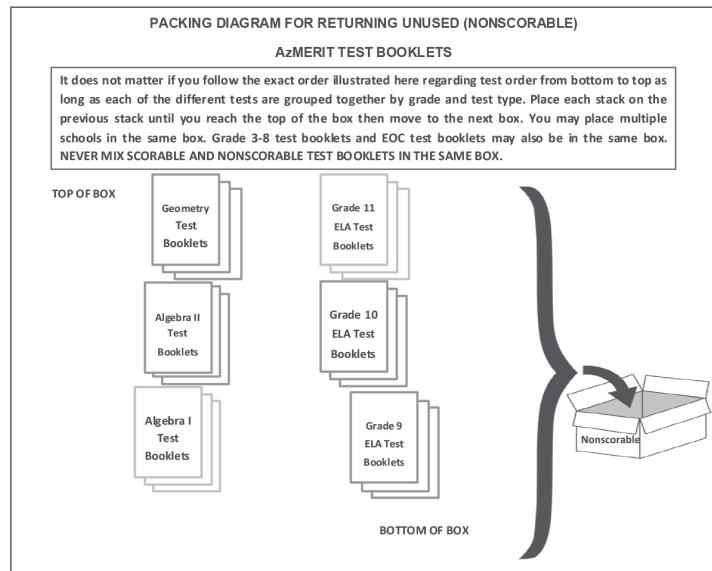


### Boxing Nonscorable Test Booklets (Including Special Paper Version Tests)

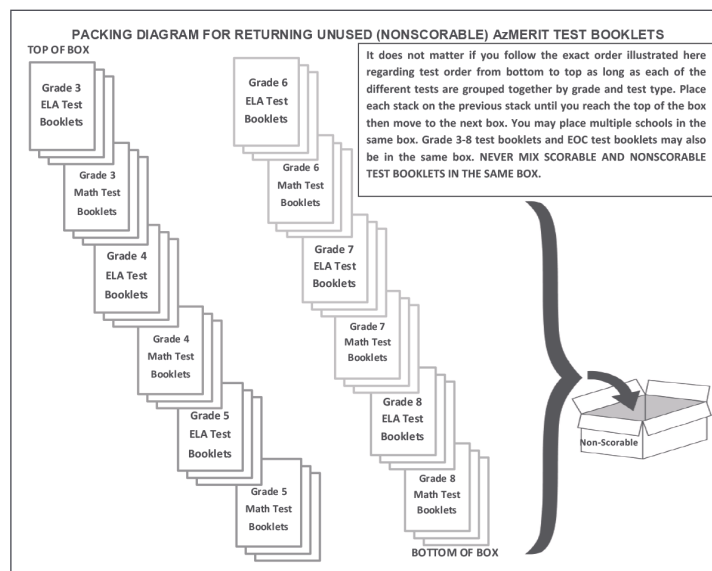
Nonscorable test booklets include unused test booklets, including district overage booklets, and all Special Paper Version tests (Braille and Large Print).

- Separate test booklets by grade and content.
- Place all nonscorable test booklets in a separate box or boxes. See sample diagrams below.

#### Packing Diagram for Returning Unused (Nonscorable) Test Booklets for Grades 3–8



#### Packing Diagram for Returning Unused (Nonscorable) Test Booklets for EOC



- After all boxes are packed according to the diagrams above:
  - Place one yellow “Scorable” label on the SIDE of each box that contains scorable materials.
  - Place one green “Nonscorable” label on the SIDE of each box that contains nonscorable materials.
  - **Note:** Do NOT cover or deface the green-and-white barcoded labels that were on the sides and top of each of the boxes when they were shipped to your district. These labels identify your district or school in case the Scorable or Nonscorable label is damaged during shipping.

- After applying Scorable and Nonscorable labels, number boxes starting with 1 and continue sequentially through all scorable and nonscorable boxes for all schools within the district/charter. The total number of boxes for the district will include both the scorable and nonscorable boxes. For example, if scorable boxes are numbered 1–7, start numbering nonscorable boxes with 8.
- On each box that you are returning to MI, place a FedEx 2Day® Return Label over the original FedEx label that was on the box when it was shipped to the district, or remove the original FedEx label altogether.
- **Note:** Do not tamper with the preprinted information on the FedEx 2Day® Return Label in any way, as this may affect FedEx processing and delay your shipment. Be sure to retain a copy of your FedEx tracking numbers.

#### FedEx Pick-up of Scorable and Nonscorable Boxes: April 3–11, 2017

All districts and schools are to return test booklets using the FedEx 2Day® Return Labels that were provided in the District Return Kit.

If you are missing your FedEx 2Day® Return Labels for return or if you have any questions about returning your test materials via FedEx, contact [AzMERIT@azed.gov](mailto:AzMERIT@azed.gov).

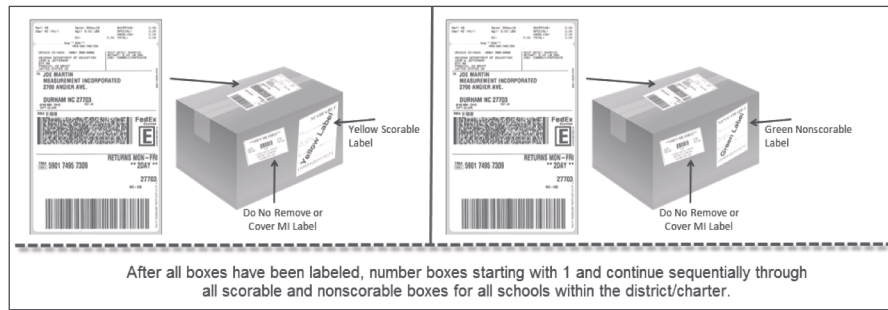
- Call 1-800-GoFedEx® (1-800-332-0807) or schedule your pick-up online at [FedEx.com](http://FedEx.com). You must contact FedEx at least 24 hours before desired pick-up time. Remote areas should allow 48 hours. Even if FedEx typically comes to your district daily, you must schedule your shipment in advance to ensure that the driver has enough room on the truck to accept your shipment. **The first day to contact FedEx to schedule a pick-up is April 1, 2017. The last day to contact FedEx is April 7, 2017.**
- Have the following information available when you call:
  - Tracking number(s) from your FedEx return label(s);
  - Your phone number;
  - The address from which your materials will be picked up;
  - The pick-up date;
  - The total number of boxes you are returning; add scorable boxes and nonscorable boxes together in one complete shipment; and
  - The average box weight; you can use 30 pounds per box.

Place the boxes where the FedEx driver normally delivers or picks up packages.

- FOR LARGE DISTRICTS WHICH REQUIRE PALLETIZED MATERIALS, contact ADE as soon as possible so that pick-up can be arranged with Measurement Incorporated.

**All AzMERIT shipments must be picked up by April 11, 2017.**

### Box Labeling Diagram



### Other Non-scorable Test Materials

All test materials other than test booklets are to be destroyed or discarded at your school or district.

Non-scorable materials to be **securely destroyed locally** include:

- Used scratch paper
- Unused Pre-Id labels
- Any contaminated test booklets
- Any student responses that were produced electronically or on paper other than the test booklet and were subsequently transferred into the test booklet for scoring

Non-scorable materials to be discarded locally include:

- *Spring 2017 AzMERIT Test Coordinator's Manuals*
- *Spring 2017 AzMERIT Test Administration Directions*

## Section 4. Data Entry Interface (DEI) Information for Special Paper Version Tests

The Data Entry Interface (DEI) is a component of the AzMERIT computer-based testing system. This section describes the District Test Coordinators' responsibilities for DEI for students that received a Special Paper Version test booklets.

### Special Paper Version tests include:

CBT schools – Braille, Large Print, and Regular Print paper tests

PBT Schools – Braille and Large Print

**New for Spring 2017:** For CBT and PBT schools, all students who test using a Special Paper Version test must have their responses entered into the Data Entry Interface (DEI). The designated adult that will be entering student responses into DEI must have an appropriate role in TIDE and have completed the Test Administrator Certification Course.

Test Administrators must provide students using the Special Paper Version test of AzMERIT with sufficient time to complete the test and also sufficient time to enter the student responses into DEI by the close of the appropriate test window.

### Administering Special Paper Version Tests

Special Paper Version test kits will include *Spring 2017 AzMERIT Test Administration Directions for Special Paper Versions* that are specific for each Special Paper Version test. *Test Administration Directions for Special Paper Versions* will include specific instructions for test items, if applicable.

Regular test booklets are not included in the Special Paper Version test kits. The Test Administrator should use the computer-based test in the DEI to answer questions from the student about the directions that are included in the test. However, the Test Administrator **must not read or interpret** any test questions for the student.

### Logging in to the Data Entry Interface and Accessing the Student's Assessment

Logging in to the Data Entry Interface and accessing the student's assessment is via the AzMERIT Portal. Access to DEI is based on your user role in TIDE. Navigate to the AzMERIT Portal ([azmeritportal.org](http://azmeritportal.org)). Instructions for entering student responses into DEI are in the *Spring 2017 AzMERIT Test Administration Directions for Special Paper Versions*. You may pause data entry at any time. Student responses can be entered over multiple days.

### Transferring Student Responses to the DEI

All responses for students using a Special Paper Version test of AzMERIT, including the writing response, multiple choice responses, and extended or open-ended responses, must be transferred into a computer-based test using the Data Entry Interface. The responses must be entered by a Test Administrator who has completed the Test Administrator Certification course and signed an AzMERIT Test Security Agreement. Responses in the Special Paper Version tests that have not been transferred into the DEI will not be scored.

### **Return Materials to Measurement Incorporated (MI)**

All AzMERIT Special Paper Version test booklets must be returned to MI by the end of the test window as nonscorable materials. The *Spring 2017 AzMERIT Test Administration Directions for Special Paper Versions* must be securely destroyed at your district/charter.

## Section 5. Getting Help

### Username/Password

Your login information is your email address. If you forgot your password or need a new password, please use the “Forgot Your Password?” link to reset it. This is on the Login page on the AzMERIT Portal.

### Add/Remove Users/Students

To add, edit, or delete user accounts in TIDE you must have the role of District Test Coordinator (DTC), District Administrator (DA), or School Test Coordinator (STC). More information is provided in the *Spring 2017 TIDE User Guide*, Section IV, Managing TIDE Users or Managing Student Information.

### Rosters

To add or modify rosters in TIDE, you must have the role of District Test Coordinator (DTC), District Administrator (DA), School Test Coordinator (STC) or School Report Viewer (SRV) in TIDE. More information can be located in the *Spring 2017 TIDE User Guide*, Section IV, Managing Rosters.

### TA Certification

All Test Administrators administering Computer-Based Tests (CBT) or entering student responses into Data Entry Interface (DEI) must complete the TA Certification. Test Administrator Certification is located on the Educators & Test Administrators or Test Coordinators home page on the AzMERIT Portal.

### ADE’s AzMERIT Inbox

The AzMERIT Inbox should be your first contact concerning AzMERIT questions. All questions concerning test administration, students required to test, test schedules, test improprieties, and any issues that arise during test administration should be sent to the AzMERIT Inbox.

<p><b>ADE AzMERIT Inbox</b></p> <p>Email Support: AzMERIT@azed.gov</p>
------------------------------------------------------------------------

**High Importance** – For issues that arise during actual student testing send an email to the AzMERIT Inbox and indicate in the subject line “Students Testing – Need Help” Mark your email with a “High Importance” flag. Include a phone number that we are able to contact you back if necessary. ADE will respond as quickly as possible. Do not leave a voice message as these calls are not responded to as quickly as emails. **In your email, include any error message or code student or TA is receiving.**

## **AIR's AzMERIT Help Desk**

**If an issue arises during student testing, contact ADE AzMERIT Inbox first (see email listed above).**

Contact AIR's AzMERIT Help Desk with questions regarding any of the TIDE tasks, technical issues, issues receiving or returning paper-based test materials, and general testing or functionality questions.

### **AIR's AzMERIT HelpDesk**

1-844-560-7812

Email Support: [azmerithelpdesk@air.org](mailto:azmerithelpdesk@air.org)

Chat Support: [azmeritportal.org/chat](https://azmeritportal.org/chat)

## Appendix A. Transfer of AzMERIT Secure Test Materials

This form is to be used when transferring secure test booklets between districts. The receiving district shall return all booklets in their return shipment to Measurement Incorporated and include a copy of this form with the District Return Form in Box 1 of the return shipment. The transferring district should attach a copy of this form to their District Return Form when returning that form to Measurement Incorporated once test materials have been picked up by FedEx.

Originating District/School: \_\_\_\_\_

District Entity #: \_\_\_\_\_

District Name: \_\_\_\_\_

Printed Name of District Test Coordinator: \_\_\_\_\_

Receiving District/School: \_\_\_\_\_

District Entity #: \_\_\_\_\_

District Name: \_\_\_\_\_

Printed Name of District Test Coordinator: \_\_\_\_\_

Secure Test Booklets being transferred

\_\_\_\_\_  
\_\_\_\_\_

Indicate Grades 3–8 or EOC Test Booklets: \_\_\_\_\_

Test Booklet Barcode Range: \_\_\_\_\_ to \_\_\_\_\_

Test Booklet Barcode Range: \_\_\_\_\_ to \_\_\_\_\_

Individual Test Booklet Barcodes transferred:

\_\_\_\_\_  
\_\_\_\_\_

By my signature, I certify that the above listed AzMERIT test booklets are being transferred as noted above. Both District Test Coordinators must sign:

Test Coordinator Signature (Transferring to): \_\_\_\_\_ Date: \_\_\_\_\_

Test Coordinator Signature (Transferring from): \_\_\_\_\_ Date: \_\_\_\_\_

**Submit a copy along with the District Return Form for your district/charter. Keep a copy for your records.**

## **Checklist for Packing and Shipping Test Materials**

### **District Checklist**

- ☐ Verify that all test booklets have been collected from Schools and Test Administrators.
- ☐ Verify that all test booklets included on the District Packing List, all School Packing lists, and any Additional Order packing lists are accounted for.
- ☐ Complete and return the *Transfer of AzMERIT Secure Test Materials Form*, if used.
- ☐ Complete the District Return Form.
- ☐ Indicate any discrepancies with the number of materials received and returned on the District Return Form.
- ☐ Account for all materials. District Test Coordinators will be contacted regarding missing test booklets.

### **PBT School Checklist**

- ☐ Verify that all test booklets have been collected from Test Administrators.
- ☐ Separate all scorable (used) test booklets, nonscorable (unused) test booklets, and all Special Paper Version tests (used and unused).
- ☐ Remove all loose sheets of paper from test booklets.
- ☐ Transfer student responses from test booklets contaminated with bodily fluids to a clean test booklets with a new Pre-ID Label. Make note on School Return Form to explain that booklet was contaminated and securely destroyed.
- ☐ Transfer student responses from any Special Paper Version tests into the Data Entry Interface (DEI).
- ☐ Complete the School Return Form.
- ☐ Indicate any discrepancies with the number of materials received and returned on the School Return Form.
- ☐ All materials must be accounted for.

### **CBT School Checklist**

- ☐ Verify that all Special Paper Version tests have been collected from Test Administrators.
- ☐ Transfer student responses from any Special Paper Version tests into the Data Entry Interface (DEI).
- ☐ Complete the School Return Form.

### **Boxing Scorable Test Booklets (PBT only)**

Scorable test booklets include completed and partially completed standard AzMERIT test booklets. (Do not return any Special Paper Version tests with this shipment.)

- ☐ Separate the ELA test booklets and Math test booklets for each school.
- ☐ Separate by Grade Level (grades 3–8) or content area.
- ☐ Place scorable test booklets in box materials were originally shipped in. Multiple schools can be put in the same box as long as the schools are in the same district/charter.
- ☐ Do not mix nonscorable test booklets or Special Paper Version tests in the same box as scorable test booklets.

- ☐ Place the District Return Form and School Return Form(s) in the large envelope provided in your District Return Kit on top of Box 1.
- ☐ If directed by ADE to return the Pink Special Handling Envelope(s), place the pink envelope in the first scorable box for the district immediately below the envelope containing the District and School Return Forms. Complete information on the front of the pink envelope and include the copy of the Incident Report with ADE instructions.

*Special Handling Envelopes are not to be returned to MI without approval by ADE.*

- ☐ Place one yellow “Scorable” label on the SIDE of each box that contains scorable materials.
- ☐ **DO NOT cover** or deface the green-and-white barcoded labels that were on the sides and top of each of the boxes when they were shipped to your district. These labels identify your district or school.

### **Boxing Nonscorable Test Booklets (PBT only)**

Nonscorable test booklets include unused test booklets, district overage booklets, and Special Paper Version tests for each school.

- ☐ Separate unused ELA test booklets and unused Math test booklets for each school.
- ☐ Separate all Special Paper Version tests (Braille and Large Print) for each school.
- ☐ Verify that all student responses from Special Paper Version tests have been entered into DEI.
- ☐ Place nonscorable test booklets in the box that materials were originally shipped in. Multiple schools can be put in the same box as long as the schools are in the same district/charter.
- ☐ Place one green “Nonscorable” label on the SIDE of each box that contains nonscorable materials.
- ☐ **DO NOT cover** or deface the green-and-white barcoded labels that were on the sides and top of each of the boxes when they were shipped to your district. These labels identify your district or school.

### **Boxing Nonscorable Special Paper Version Test Booklets (CBT only)**

Special Paper Version tests (Large Print, Braille, and regular print).

- ☐ Verify that all student responses from Special Paper Version tests have been entered into DEI.
- ☐ Place Special Paper Version tests in the box that materials were originally shipped in. Multiple schools in the same district can be boxed together.
- ☐ Place the District Return Form and/or School Return Form(s) on the top of Box 1 for the district.
- ☐ Place one green “Nonscorable” label on the SIDE of each box that contains Special Paper Version tests.
- ☐ **DO NOT cover** or deface the green-and-white barcoded labels that were on the sides and top of each of the boxes when they were shipped to your district. These labels identify your district or school.

### **FedEx Label and Numbering Boxes for Return to MI (CBT and PBT materials)**

- ☐ After applying Scorable and Nonscorable labels, number the boxes starting with 1 and continue sequentially through all scorable and nonscorable boxes for all schools with the district/charter. Total number of boxes for the district will include both the scorable and nonscorable (Regular Print test booklets and Special Paper Version test booklets) boxes.
- ☐ **Cover or remove the original FedEx labels.**
- ☐ Place a FedEx 2Day® Return Label on each box.
- ☐ Retain a copy of your FedEx tracking numbers.

- Contact FedEx at least 24 hours before desired pick-up time (remote areas should allow 48 hours). Call 1-800-GoFedEx® (1-800-332-0807) or schedule your pick-up online at FedEx.com.
- **Paper-Based Testing Schools:** First day to contact FedEx to schedule is April 1, 2017. The last day to contact FedEx is April 7, 2017.
- **Computer-Based Testing Schools:** All Special Paper Version tests must be out of building no later than May 4, 2017.

## Securely Shred Materials

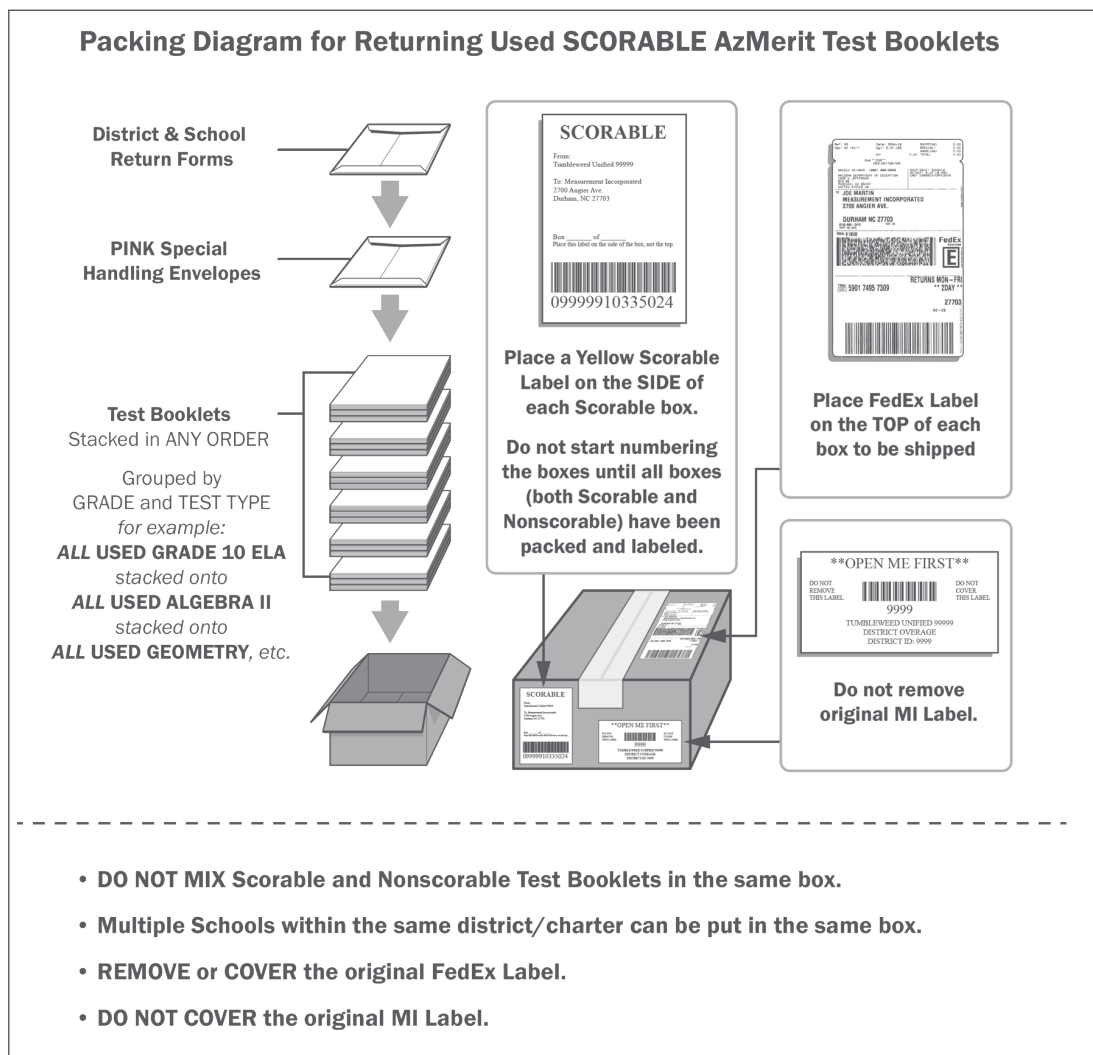
- Used scratch paper, unused Pre-ID Labels, any contaminated test booklets, and *Spring 2017 AzMERIT Test Administration Directions for Special Paper Versions*.

## Discard Locally

- *Spring 2017 AzMERIT Test Coordinator's Manuals* and *Spring 2017 AzMERIT Test Administration Directions*.

## AzMERIT Packing Diagrams

### Packing Scorable Materials



## Packing Nonscorable Materials

